

# AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

**JOB TITLE:** Student Affairs and Vocation Program Coordinator  
**DEPARTMENT:** Student Affairs and Vocation  
**REPORTS TO:** Dean of Students  
**FLSA STATUS:** Non-Exempt  
**DIRECT REPORTS:** Student workers

**SUMMARY:** The Student Affairs and Vocation (SAV) Program Coordinator is the hub of student life at Austin Seminary. The Program Coordinator will work closely with the Dean of Students to create physical and digital spaces in which students can flourish. The Program Coordinator will help create new systems for Student Affairs and Vocation as part of a larger technological shift at the seminary and will give administrative support to other areas of Student Affairs and Vocation. The Coordinator is also responsible for managing student housing and related functions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### *Student Engagement*

- Administrative point of contact for student groups and student government
- Coordinator for Spiritual Direction Groups, focusing on student access, scheduling of directors, and managing budget
- Maintain annual calendar of student related events
- Coordinate the regular review of and updating of the Student Handbook
- Attend Discovery Weekend events as needed to present housing information and begin relationship with potential students
- Give vocational support to students and judicatories including proctoring psychological examinations, coordinating seminars, and interfacing with nominating and search committees.

### *Housing Coordinator*

- Collaborate with Dean of Students to process housing applications and place students in housing assignments
- Lead the transition to new software and housing processes
- Coordinate with Finance and Administration to guarantee effective student move in and move out procedures
- Interface with Resident Assistants, as needed to support efficient housing processes

### *Orientation and Events*

- Facilitate communication with new students using traditional, digital, formal, and informal means
- Administer entering and exiting questionnaires
- Coordinate and orchestrate scheduled student events, s including New Student Orientation, Threshold (an event for seniors), the Martin Luther King, Jr annual celebration, and others that may emerge.

### *Digital Community Facilitator*

- Be present in digital communities in Student Information Services, Learning Management Software, Facebook and other platforms as needed
- Document student life at Austin Seminary. Be present at major student events, as directed by the Dean of Students, in order to capture content that can be used digitally and on social media (e.g. photos and video).
- Working with Communications department, maintain SAV content on student portal and website

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's Degree

**Certifications/Training:** None

**Experience:** 1-3+ years in higher education administration or office environment, office management and customer service skills helpful.

**Special Requirements/Skills:** Strong oral and written communication skills.  
Computer proficiency using integrated software systems and Microsoft applications  
Comfort in/ability to learn Blackbaud style education management systems  
Basic graphic design skills  
Willing to work evenings and weekends to attend student events

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